

# Memo

**To:** Tom Johnston  
**From:** Nigel Boeg, Assistant Director – Material Services  
Shelley Holley, Library Director  
Mayra Diaz, Youth Services Manager  
**Date:** 4/8/10  
**Subject:** Request for Purchase Order

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The library requests to encumber \$100,000 with BWI to be spent on materials for the Children's and Youth collections. Materials will be acquired in the areas of fiction, non fiction, best sellers, DVD's, music, replace outdated material, damaged material, and keep current with materials that are award winners.

Youth Services had identified another vendor to purchase materials from and had set aside the funds to allocate to this vendor. Due to issues outside of the library's control, the vendor had not been able to accommodate the library this fiscal year, therefore Youth Services decided to encumber the allocated funds, \$100,000 with BWI.

These funds will purchase approximately 5,000 items that will enhance the collection for the community and maintain our accreditation with the Texas State Library. This will also move the library forward to become a library of excellence in the future.

BWI has a contract with the North East Texas Library System which we are members.

The funds are located in two separate accounts. Funds \$32,499.00 will be allocated from the operating budget – 16565652-79480 and the balance \$67,501.00 will be allocated from the Capital account – 36565000-79480-09100.